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CHAPTER 9

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## CHAPTER 9

MILITARY WORKING DOG (MWD) SUPPORT TO FEDERAL,  
STATE, AND LOCAL LAW ENFORCEMENT AGENCIES (LEAs)

9-1. Concept of Operations. Headquarters, Air Force Security Police Agency (HQ AFSPA) has been designated as the Military Working Dog Executive Agent (MWDEA) by the Secretary of Defense, and serves as the primary focal point for processing requests from civilian LEAs (federal, state, and local). The MWDEA will coordinate and task all missions performed by MWD teams (MWDTs), regardless of service affiliation.

9-2. Operational Control. The Office of the Secretary of Defense (OSD), United States Secret Service (USSS), Department of State (DoS), United States Customs Service (USCS) points of contact (POC) will have operational control over drug/explosive detector dog (DDD/EDD) teams while assigned to support missions. When more than five MWD teams are assigned to a single mission a supervisor, not assigned to a MWD, shall accompany the teams. During missions with fewer than five MWDs, the senior ranking MWD handler, regardless of service affiliation, is designated as the supervisor. The supervisor will:

- a. Serve as the MWD representative during all on scene mission meetings conducted by the requesting agency.
- b. Assist in planning search schedules.
- c. Resolve problems during the mission involving MWD personnel.
- d. Prepare mission after-action report if extenuating circumstances develop during the mission.
- e. Perform other duties as required/directed.

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9-3. Responsibilities

a. MWD program manager

(1) Upon notification of a DDD/EDD-supported mission, the MWDEA will contact the MWD program manager at CNO (N09N3)/NAVCRRIMINVSERV (24F). The MWD program manager will immediately contact the major claimant (e.g., Commander in Chief, U.S. Atlantic Fleet, Commander in Chief, U.S. Pacific Fleet, Chief of Naval Education and Training, etc.) for the command closest to the mission location and confirm their ability to support the mission. If the MWD program manager is unavailable, the Law Enforcement/Physical Security (LEPS) Assistance Team will contact the major claimant. Once confirmed, the MWD program manager (or LEPS Assistance Team member) will forward that information to the MWDEA, who will in turn provide the command official tasking notification by message.

(2) Appoints a 24-hour primary/alternate POC capable of providing oversight on all related MWD missions.

(3) Maintains an up-to-date database on all Navy MWD assets.

b. MWDEA

(1) Upon receipt of a MWD request from OSD, USSS, DoS, USCS or other LEAs, determines what service should support the mission based on the geographical region, and task that service to fulfill the mission requirements based on availability of MWD assets.

(2) Receives and compiles necessary administrative data and operational information from each service.

(3) Maintains effective liaison with appropriate federal agencies, and intraservice departments.

(4) Establishes and distributes policies and standards appropriate to the mission requirements for administration of operational support.

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(5) Serves as the single interface among the services EDD personnel, USSS, DoS, or other federal agencies in matters pertaining to protective service missions.

(6) In conjunction with USSS Technical Service Division, DoS Office of Diplomatic Security, and DoD Explosive Ordnance Disposal (EOD), schedules, during each Presidential election year, a regional pre-election briefing.

c. Local Installation Commanders

(1) Per reference (i), upon receipt of a DDD request from a local LEA, provide DDD teams, provided the support is consistent with the installation's mission requirements and as long as no substantial expense is incurred by the command.

d. Security Officers/Provost Marshals

(1) Ensure only command certified MWDTs are sent on missions.

(2) Ensure a 24-hour POC is available to receive MWD mission information. The Drug/Explosive Detector Dog Mission Checklist (figure 9-1), may be used to record that information.

e. Kennel Masters/Supervisors

(1) Ensure MWDTs receive required proficiency training to maintain team reliability.

(2) Ensure immediate contact is made with the requesting agency POC. Information must include the handlers name and a 24-hour commercial call-back number if the agency POC is unavailable.

f. MWD Handlers

(1) Ensure telephone contact is made with the requesting agency POC as soon as possible after the handler has been tasked so that specific information can be passed on and billeting arrangements can be made.

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(2) Ensure MWD is examined by veterinarian and a valid DD 2209, Veterinary Health Certificate, is issued for travel.

(3) Ensure that the following equipment accompanies the team on the mission:

- (a) choke chain
- (b) 6-foot leash
- (c) stake-out chain
- (d) leather collar
- (e) muzzle
- (f) grooming equipment
- (g) feed pan/water bucket
- (h) vari-kennel
- (i) food
- (j) reward
- (k) associated medication(s)
- (l) bungee cords (to secure kennel in vehicle)
- (m) first aid kit
- (n) rain gear
- (o) training, probable cause, health records.

(4) Ensure positive control is maintained over the MWD throughout the entire mission.

9-4. Mission Notification. The USSS, DoS, USCS, or other LEAs will provide the MWDEA with written notification of each mission requirement via commercial "fax." The requesting agency must

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ensure notification takes place as soon as MWD requirements are determined. Notification must include the purpose of mission, mission location, number of teams requested, mission dates/times, lodging information, reporting instructions, mission number, agency POC, 24-hour commercial telephone number for POC, agency 24-hour operations center telephone number, and any other special reporting instructions.

a. Expedited requests (EDD support required within 24 hours) will be conducted via telephone. Written mission requests will be forwarded as soon as possible following telephone coordination.

b. The MWDEA will contact the OSD Executive Secretary for approval of all non-routine EDD requests prior to tasking the services/major claimants.

c. The MWDEA will direct requests for Navy MWD assets to the MWD program manager, who will in turn contact the major claimant closest to the mission location as discussed in paragraph 9-3a(1).

d. Upon receipt of a routine mission request, the MWDEA will immediately implement the following procedures:

(1) Identify the location of the closest unit to the mission location and contact the service POC.

(2) Provide the service POC all pertinent data received from the requesting agency as outlined in paragraph 9-4c.

e. No command will be tasked to provide support if the use of the DDD/EDD asset leaves the command without adequate MWD support to perform operational requirements, without approval of the commanding officer/security officer/provost marshal.

f. If the unit is able to fulfill the mission, all required information pertaining to that mission will be forwarded to the command by the MWD program manager.

g. If the command is unable to perform the mission the MWD program manager must notify the MWDEA immediately. The MWDEA

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will then determine where the next available MWDT will be requested.

h. If the command is unable to perform the mission after accepting, an immediate attempt must be made to contact the MWD program manager. The MWDEA will be contacted directly, if unable to contact the MWD program manager.

i. Once the team(s) supporting the mission is identified, the MWD program manager will provide the MWDEA with the handler's name, grade, SSN, command, telephone number, MWD's name and tattoo. The MWDEA will forward this information to the agency requesting support and provide the supporting command with a message outlining the tasking requirements.

j. Any team experiencing significant problems or delays in supporting the DDD/EDD mission should contact the program manager immediately for further guidance.

k. MWDEA POCs are

(1) EDD missions, commercial (505) 853-0031, DSN 263.

(2) DDD missions, commercial (505) 853-0029, DSN 263.

9-5. Use of DDD Assets Outside the Continental United States (OCONUS)

a. Foreign Country. Requests for OCONUS use of DDDs to support local LEAs in counterdrug missions shall be routed through the United States Embassy, in the country where the assistance is requested, to the responsible major claimant. The DoS shall be informed through Embassy channels. The major claimant shall forward the request to the Chairman, Joint Chiefs of Staff for approval, telephonically, if necessary.

b. Alaska, Hawaii, and U.S. territories/possessions. Request for OCONUS use of DDDs to support local LEAs in these areas shall be forwarded to the respective major claimant for action and approval. Requirements beyond the major claimant's



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capability to accomplish with existing on-board assets shall be referred to the MWDEA for resolution.

9-6. Team Composition. A certified MWDT shall consist of one handler and one command certified DDD/EDD. Spotters and other support personnel will not be used without the approval of the MWDEA, after coordination with the requesting agency. EDD personnel shall arrive at the mission location with a rental vehicle. Unmarked government vehicles may be used with prior approval of the requesting agency representative (agent-in-charge at mission location). DDD personnel shall also arrive at mission locations with a rental vehicle.

9-7. Restrictions on Use of MWDTs

a. The handler must have unencumbered control over the detection support effort and complete access to the area to be "sniffed."

b. The handler performs the sole task of working his/her dog and shall not take part in any other activities unless directed or authorized specifically by competent military authority.

c. EDD handlers will not handle or take custody of any explosive devices they may discover. When any EDD responds, EOD personnel or the agency POC will provide further instructions as to the EDD handler's actions.

d. A representative of the requesting agency must be present at all times when working a DDD/EDD. If the dog responds, the handler will advise the agency representative and withdraw. The team may then continue searching in another disassociated area.

e. MWDs will only be used in their capacity as drug/explosive detector dogs. DDD/EDDs will not be used to conduct searches of individuals or to conduct crowd control operations.

f. MWD handlers will not take part in any activity that conflicts with reference (k).

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g. MWDTs will not be used to seize evidence, track, attack, hold, or in any way help in the apprehension or arrest of persons. The handler may testify in civil court to explain the training received, past success rates of the MWD, events leading to employment in the particular detection support, and the results of the detection.

h. Handlers will not help in uncovering or moving any item that has been identified to have potential value as evidence.

i. Handlers will not set up or maintain a chain of custody for any evidence or other material planned for use in civilian courts.

j. Handlers will not engage in the execution of a warrant/arrest, or take part in any other law enforcement activity connected with the mission.

9-8. Funding/Reimbursement. The MWDEA will provide fiscal data and detailed reimbursement instructions, per references (1) through (n), to the respective supporting command via message to include fund cite, mission number, and other mission information (i.e., date, time, number of teams, reporting location, etc.).

a. Funding USSS Missions

(1) Support provided will be made on a reimbursable basis, to include travel, per diem, and rental vehicles.

(2) Temporary support directly relating to protection of the President, Vice President, or other officer immediately in order of succession to the office of the President, shall be borne by the command providing support. Costs of hotel rooms will be the responsibility of the USSS.

b. Funding DoS Missions. Support provided to the DoS will be made on a fully reimbursable basis, without exception, to include travel, per diem, and rental vehicles. Cost of hotel rooms will be the responsibility of the DoS.

c. Funding USCS Missions. Support provided to the USCS will be made on a reimbursable basis.

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d. Support to other federal agencies will be on a reimbursable basis.

9-9. Special Clothing/Weapons Requirements

a. Unless otherwise directed by the requesting agency, personnel assigned EDD support missions will wear conservative, dark colored business suits. Female handlers will wear business suits with slacks in lieu of skirts. For certain missions/ portions thereof, casual clothing/coveralls may be required.

b. Personnel assigned DDD support missions shall wear the camouflage utility uniform, unless otherwise instructed by the MWDEA.

c. Individuals assigned as EDD handlers may be authorized a civilian clothing allowance per references (o) and (p).

d. Sidearms are not authorized unless directed by the USSS. Weapons policy for missions will be addressed in . confirmation message from the MWDEA.

9-10. EDD Personnel Accountability and Release Procedures. The very fluid nature of protective support and anticipated last minute changes to the protectee's schedule make it essential that both the MWD program manager and the MWDEA be able to contact EDD personnel rapidly while assigned to support missions. EDD handlers should allow for the rapid transmission of additional information regarding current/new missions by providing the MWD program manager a telephone number at the mission location where they can be contacted.

9-11. Problems Encountered on Missions. If confusion or disagreements arise during a mission, the MWD supervisor/handler shall meet privately with the agent-in-charge and attempt to resolve the issue. If the problem cannot be resolved, MWD personnel shall respond as directed by the agent-in-charge, unless directions would compromise the safety of the MWD team. If a problem occurs on a DDD/EDD mission, and an after-action report is warranted, the MWDEA will provide an informational copy of the report to the requesting mission agency.

9-12. Military Working Dog (MWD) After-Action Report for Support to Civilian Law Enforcement Agencies in Counterdrug/Explosive Detection Operations. (Report Control Symbol OPNAV 5585-4)

a. An after-action report shall be submitted when an incident having possible consequences, or procedures with suggested improvements, warrants the attention of the MWD program manager/MWDEA.

b. After-action reports should be submitted within 5 days after the incident. The senior MWDT member shall send a typed after-action report through the parent service's POC to the MWDEA. The MWDEA will accomplish necessary follow-up action required to resolve such incidents and prevent any future recurrences.

c. The specific format for this report will be provided by the MWDEA.

9-13. Government-Issued Credit Cards. Each DDD/EDD handler should apply for and be issued a government credit card. Security officers/provost marshals, kennel masters, and MWD supervisors must ensure handlers are aware of the restricted use of government credit cards and the consequences of any unauthorized use.

9-14. Passports. Due to the potential for worldwide deployment in support of OSD, USSS, and DoS missions and the limited amount of time available for passport processing once tasked, each EDD handler must possess a valid government issue passport.

9-15. Safety Standards. Safety is of the utmost importance during DDD/EDD missions and the following measures will be taken:

(a) MWDs will remain on leash at all times.

(b) MWDs will be muzzled in crowded areas (hotel lobbies, airport terminals, etc.) when not conducting actual searches.

(c) MWDs should not be left unattended in vehicles. If situations dictate otherwise, handlers must ensure that the MWD remains in full view at all times and adequate ventilation is

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available. Vehicles used to transport MWDs must be equipped with air conditioning.

(d) MWD warning notices will be placed on hotel doors.

9-16. Damage Caused by MWDs. Damage caused by MWDs must be immediately reported to the agency POC. This includes damage caused to rooms, vehicles, or any other area during missions.

9-17. Credentials. USSS EOD pins are controlled/accountable items and handlers must maintain positive control over these items at all times. If a pin is either lost/stolen, contact the USSS POC immediately. USSS EOD pins must be returned prior to departing the mission location. Consult the supporting agency POC to determine disposition instructions for any other agency issued credentials prior to departing the mission location.

9-18. Radios. Radios may be issued to handlers during DDD/EDD missions. It is the handler's responsibility to ensure adequate protection is afforded these radios. Radios must be returned to the agency POC prior to departing the mission location. Explosive devices may be activated by radio and are not to be used by handlers during explosive search operations.

9-19. Vehicles. Rental vehicles must be reserved prior to the initiation of a MWD mission. Consult the agency POC to see if the supporting agency has reserved vehicles at the mission location. Ensure all vehicle accidents are reported to the agency POC immediately. All appropriate paperwork must be completed and returned to the rental vehicle company prior to departing the mission location.

9-20. MWD Training/Use Records. MWD training and use records will be completed daily when conducting support missions. Records will be completed as discussed in appendix B.

9-21. MWD Training Aids. The supporting agency POC is responsible for ensuring an adequate amount of training and reinforcement aids are made available throughout the mission. Handlers should ascertain from the agency POC whether or not training aids are available prior to departing their commands. Drug/explosive training aids will not be removed from

Drug/explosive training aids will not be removed from installations unless authorized by service directives. If training aids are available, handlers are required to conduct proficiency training/trials on all odors once a week. Results of training/trials will be documented following appendix B.

9-22. Veterinary Care. Veterinary care will normally be coordinated by the requesting agency POC. Contact should be made with the nearest military veterinarian or local law enforcement K-9 unit if adequate veterinary care is not available.

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DRUG/EXPLOSIVE DETECTOR DOG MISSION CHECKLISTDATE RECEIVED: \_\_\_\_\_ MISSION #: \_\_\_\_\_ REIMBURSABLE: ☐ YES ☐ NO

REQUEST AGENCY: \_\_\_\_\_ PROTECTEE: \_\_\_\_\_

REPORTING LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REPORT DATE/TIME: \_\_\_\_\_ / \_\_\_\_\_ RELEASE DATE/TIME: \_\_\_\_\_ / \_\_\_\_\_

AGENCY POINT OF CONTACT (POC): \_\_\_\_\_ TEL.# \_\_\_\_\_ EXT/RM: \_\_\_\_\_

PAGER # \_\_\_\_\_

## LODGING INFORMATION:

## RENTAL CAR INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_-----  
(ESTABLISH LIAISON WITH MISSION POC ASAP)

CONTACTED POC DATE/TIME: \_\_\_\_\_

ADDITIONAL REPORTING INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MWDEA POCS:

EDD MISSIONS: (505) 853-0031 DSN 263

DDD MISSIONS: (505) 853-0029 DSN 263

Figure 9-1